

How to Use Zoom as an Oral Presenter (panelist)

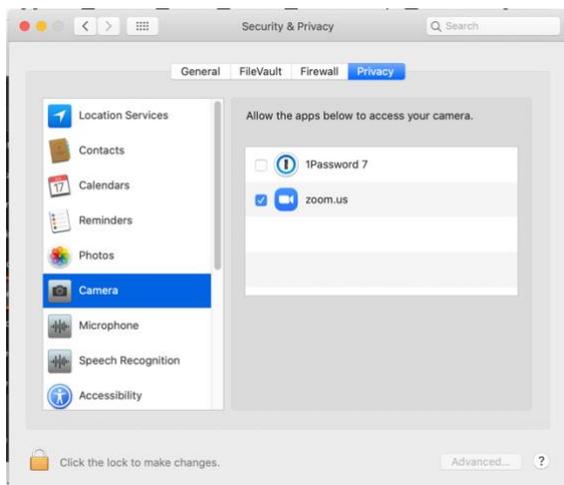
Welcome! This will be for anyone giving an oral presentation at our 109th Annual Meeting. First, I want to let you know that we will have practice sessions to give you a technology test-run, and we will schedule those with you in October. We will also be letting you know your scheduled time slot for speaking at the meeting.

To begin: you should be able to grant Zoom access in your preferences on a Windows computer, but the following screen captures and instructions are **Macintosh**-specific. In case you are not familiar with Zoom or have never shared your screen on Zoom before, the following are step-by-step instructions for you to do *ahead* of your Zoom presentations—before your audience is there--so that everyone in the webinar can see you, hear you, and see any PowerPoints, images, etc. that are on your computer that you want your audience to see.

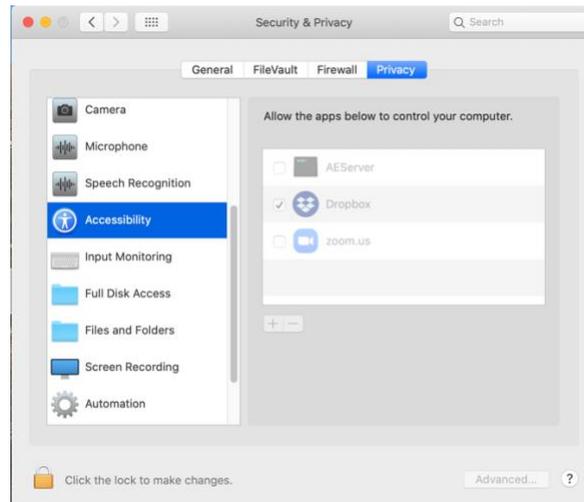
Go into your computer’s System Preferences and select “Security & Privacy.”



Once in the Security and Privacy setting, select the “Privacy” tab at the top if it is not already blue. Then scroll to and select “Camera” and select the “zoom.us” option if not selected already. Do the same for “Microphone.”



Select “Accessibility.” If the selection options are a light gray and the Zoom option is not checked, click the padlock icon in the lower left of the screen and follow the prompts to be able to edit your selection.

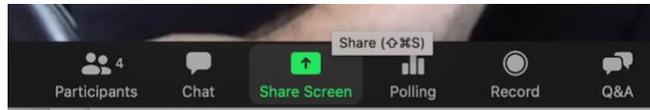


You likely will *not* have to select Zoom for “Full Disc Access,” so skip to “Files and Folders” and grant permissions to Zoom there and in “Screen Recording.”

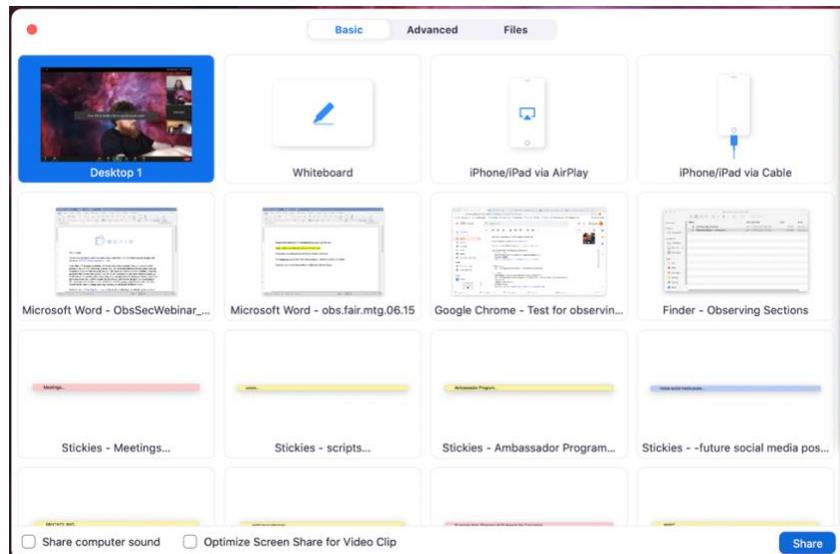


The ahead-of-time tasks to grant permission are now complete.

When it is your turn to present in the Zoom Webinar itself, the webinar host will make you a “panelist.” You will then select “Join with audio.” If you are not seen, click the video camera icon with a red line through it in the lower left of the Zoom screen to be start your camera feed. When you want to share your screen, select the green “Share Screen” icon. (If someone else is sharing their screen, they will likely have to click the red bar that says “Stop Sharing” in the top middle of their screen before you can share yours.)



Then select the screen you want to share and click the “Share” button. (Only Files that are currently open will appear when the “Basic” tab is selected. To find other files, select one of the other tabs. If you are selecting a file with sound, be sure to check the box in the lower right of the screen for “Share computer sound.” If sharing a video clip, also select the Optimize option.)



Then that’s it—you are sharing your screen and presenting!

Zoom also provides the following how-to guides below:

The below website provides a similar overview:

<https://support.zoom.us/hc/en-us/articles/360016688031-Using-the-Zoom-Client-and-Zoom-Rooms-with-macOS>

Video instructions for sharing different documents in Zoom are available here:

<https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>

Thank you!